

**SOWK 255: Practicum II Seminar**

*6 credits, 3 hours lecture*

The student will demonstrate competency of acquired theoretical skills as applied in a field placement. Practicums are organized with consideration of relevant personal or practice backgrounds, learners' academic needs, areas of interest and organization fit. Subject to certain conditions, students may also complete their practicum in their workplace. As part of this course, learners will be supported through scheduled discussions with their practicum instructor and peers. This instructor-guided reflective, integration seminar is designed to support experiential learning. Note: Prior to entering practicum (SOWK 155 and SOWK 255), Social Work faculty evaluate learners using an assessment tool call Professional Suitability or Overall Suitability. Any deficiencies identified will be discussed with students and a collaborative support plan will be implemented to support students in addressing deficiencies. Following the reassessment, if there continues to be deficiencies, students may not be placed in practicum. *Prerequisites and/or co-requisites: See course calendar*

**Instructor**

Instructor Name: Donna Pruski

Office location: CC205J

Phone number: 780.791.5128

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**Office Hours**

Due to the nature of this term, office hours will be by appointment.

**Hours of Instruction**

Monday 1:00 pm- 3:50 pm Room SYNCEN 216

**Required Resources**

Course readings will be provided.

**Course Outcomes**

By attending the weekly practicum seminar meetings, and partaking in the practicum placement hours, students will be provided the opportunity to learn about the helping profession in a safe and supportive manner. Additionally, students will:

- Develop skills for working within a human service agency
- Develop skills in relationship building
- Practice human services practice skills
- Take responsibility for their learning
- Understand and work within the parameters of a professional Code of Ethics
- Have an understanding of the role of a social worker

- Develop a sound understanding of how social service agencies deliver programs to populations in need
- Understand the function of human service agencies in our society
- Have some understanding of funding sources for social service delivery
- Have a sound understanding of how social service agencies deliver programs to populations in need
- Understand how social service agencies work together to address individual and societal problems
- Understand how agencies connect to other services in the community
- Recognize the differences in delivery models of social service agencies
- Identify support agencies for appropriate follow-up service
- Understand the limitations of agencies to meet all client needs
- Integrate theory into practice and blend practice with theory
- Demonstrate a high level of self-awareness in relation to their work with clients
- Apply concepts, principles and theories to their field work
- Show a commitment to the helping profession
- Demonstrate the ability to build working relationships with individuals, groups, organizations and/or communities
- Demonstrate a beginning ability to work independently
- Show that they have developed a personal practice model which draws on their individual skills and knowledge as well as various theoretical orientations
- Practice helping in a highly ethical and culturally sensitive manner
- Understand the importance of the natural helper
- Work effectively within various systems
- Understand policy and procedure of social agencies and how policy and procedure affects individuals that they work with
- Develop and practice effective problem solving and conflict resolution skills
- Understand the importance of observing the person-in-environment
- Understand the written chain of command when conflict/disagreements arise
- Demonstrate a commitment to adhere to ethical standards as set out in the Code of Ethics
- Accept responsibility for his/her learning
- Demonstrate the development of a professional self

### **Evaluation**

PASS: Completion of all 360 hours of practicum  
Completion and submission of the learning journal

Completion of the practicum presentation  
 Completion and submission of Learning Contract  
 Completion and submission of all practicum documents  
 Satisfactory written evaluations from the practicum placement  
 Attendance at all scheduled integration seminars

FAIL: Non-compliance with any of the above

### Grading System

*Students must achieve a PASS in their practicum to complete the Second year Social Work Program requirements.*

### Proposed Schedule:

Wk	Date	Topics
1	Jan. 10	Getting Started <ul style="list-style-type: none"> <li>- Learning Contracts</li> <li>- Developing effective educational and professional goals.</li> <li>- Learning Journal</li> </ul> REMEMBER: Learning contracts due Feb 7 <sup>th</sup>
2	Jan. 17	Trauma Informed care <b>DUE IN CLASS:</b> Practicum Time Sheets
3	Jan. 24	Informed Consent with Minors
4	Jan. 31	Applied Contexts of Practice: Mental Health <b>DUE IN CLASS:</b> Practicum Time Sheets
5	Feb. 7	Applied Contexts of Practice: Aged Care <b>DUE IN CLASS:</b> Learning Contracts
6	Feb. 14	Applied Contexts of Practice: Refugees and Asylum Seekers <b>DUE IN CLASS:</b> Practicum Time Sheets Practicum Seminar Time Sheets RSW Supervision Time Sheets Learning Journals
7	Feb. 21	<b>Reading Week - no classes</b>
8	Feb. 28	ACSW Coordinator
9	Mar. 7	<b>Practicum Presentations</b> <b>DUE IN CLASS:</b> Practicum Time Sheets
10	Mar. 14	<b>Practicum Presentations</b>
11	Mar. 21	<b>Practicum Presentations</b> <b>DUE IN CLASS:</b> Practicum Time Sheets

12	Mar. 28	<b>Practicum Presentations</b>  <b>DUE IN CLASS:</b> Learning Journals
13	Apr. 11	Termination  <b>DUE IN CLASS:</b> Practicum Time Sheets Practicum Seminar Time Sheets RSW Supervision Time Sheets
14	Apr. 19-27	<b>Final Exams</b>

**Please Note:** Date and time allotted to each topic is subject to change.

## Performance Requirements and Student Services

### Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the [Keyano College credit calendar](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own;
- The use of unauthorized aids in assignments or examinations (cheating);
- Collusion or the unauthorized collaboration with others in preparing work;
- The deliberate misrepresentation of qualifications;
- The willful distortion of results or data;
- Substitution in an examination by another person;
- Handing in the same unchanged work as submitted for another assignment; and
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work may not be graded until you show this signed certificate.

### **Specialized Supports**

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30.

**Accessibility Services:** provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca).

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca)

**Wellness Services:** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing [wellness.services@keyano.ca](mailto:wellness.services@keyano.ca).

**Library Services:** provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person throughout the semester. For a detailed list of library supports and services, go to [www.keyano.ca/library](http://www.keyano.ca/library). For any inquiries, please email [askthelibrary@keyano.ca](mailto:askthelibrary@keyano.ca).

Begin your research with the [Library's FIND page](#). Search for sources using OneSearch, the Library's Catalogue, or by searching in a specific database selected from the [A-Z Database List](#).

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the [Book A Librarian online form](#).

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage [here](#).

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

The Loanable Technology collection is available to support students in their online learning pursuits. Items available for borrowing include mobile projectors, webcams, noise cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing, go to the Library's [Loanable Technology webpage](#).

**Skill Centre:** Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email [Skill@keyano.ca](mailto:Skill@keyano.ca) to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

For the most up to date information on how to book a session, please view the [Keyano Skill Centre homepage](#).

**Academic Success Coaching:** offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you with the right resources here at Keyano. [Academic.success@keyano.ca](mailto:Academic.success@keyano.ca) is the best way to access resources during virtual service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

**E-Learning**

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements.

**Internet Speed**

Minimum Internet speeds of 5 Mbps.  
Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).  
Check your internet speed with [Fast.com](#).

**System requirements:**

Microsoft Windows	Apple
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<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>A Windows 10 <b>computer/laptop</b> <ul style="list-style-type: none"> <li>Minimum 4GB of RAM.</li> </ul> </li> <li>10GB+ available hard drive storage.</li> <li>Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>System updates must be regularly installed.</li> <li>Anti-Virus / Anti-Malware software</li> </ul>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>A Macintosh (V10.14 and above) <b>computer/laptop</b> <ul style="list-style-type: none"> <li>Minimum 4GB of RAM.</li> </ul> </li> <li>10GB+ available hard drive storage.</li> <li>Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>System updates must be regularly installed.</li> <li>Anti-Virus / Anti-Malware software.</li> </ul>
<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>8GB of RAM</li> <li>A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>	<p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>8GB of RAM</li> <li>A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email for free.</li> </ul>
<p>Chromebooks are <b>not</b> recommended as they are not compatible with testing lockdown browsers.</p> <p>A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>	

**Specific Department Requirements:**

Business and OA programs require Windows 10.  
Other programs may utilize Windows based tools as well.

**Computer Software**

Students will be able to get access to Microsoft Office 365 for free using Keyano credentials by [clicking here](#).

**Recording of Lectures and Intellectual Property**

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College’s expectations from students as members of the intellectual community.

**ITS Helpdesk**

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing [its.helpdesk@keyano.ca](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965.